

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

* See note on 1. Briefing of High School Students

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Arrangements are being made for 58 students from Satellite High School (Satellite, Florida, near Cape Kennedy) to visit the Agency on or about 4 March 1964. This originated with an inquiry from [REDACTED] OCI/DDI, to [REDACTED] Office to see if it would be possible to have the group given a "pitch" concerning future employment possibilities with CIA, while on its visit to Washington in early March. [REDACTED] is a close friend of the teacher who is responsible for bringing the group to Washington. The 58 are gifted students and will be accompanied by four teachers. All of these students plan to go on to college next year. [REDACTED] plans to meet with the group in Room 201 at 1016 Sixteenth Street and will be responsible for presenting the briefing. A definite date and time will be established in the next week or two.

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2. Summer-Only Employment Program

Returns are in from DDB, DDI, and DESAF on our informal survey of summer only employment and the DDP response is expected 27 or 28 January. It appears that some offices have absorbed the summer-only employees into their regular work programming and may need to use overtime to perform the tasks usually performed by summer-only employees if they are not available. However, the number of such "essential" requirements will be less than the number of summer-only employees appointed in past years.

Our report to you on this survey should be ready by 31 January.

3. Nominations for the William A. Jump Award

[REDACTED] has been furnished biographic profiles for all employees in GS-14 and GS-15 who are 35 or under. He requested several others for employees in GS-13 on 24 January and these will be supplied 27 January. Deadline for submission of nominations to the Jump Committee is 15 February.

4. White House Details

The White House has redefined the requirements in connection with their recent request for the "top notch secretaries" to be detailed to the White House. (Initially, the request was for competent stenographers at the GS-4 or GS-5 level; then, for "top notch secretaries" at any grade.) The request is now for the GS-5 to GS-9 range, young (23 - 29), attractive, poised, and special competence in typing and shorthand. We have not identified a nominee as yet.

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In response to another request, [REDACTED], Clerk-Steno, GS-5, has been detailed to the Social Office. [REDACTED] is a recent appointee and had not yet been assigned to a regular position from the Interim Assignment Section.

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5. Determination of Early Return from Overseas Post for the Convenience of the Government

The Director of Personnel is responsible for determining whether the return of an employee before completion of the first twelve months of an overseas tour was for the "convenience of the government" and, consequently, the employee's liability for refunding to the government the cost of his travel to the overseas post. In the past, this determination has been made following the individual's return. Following the recent publication of [REDACTED] the Confidential Funds Division advised the Office of Communications that it would be necessary for the Director of Personnel to sign all such travel orders. After further discussion among representatives of Commo, Personnel, and Confidential Funds, it has been agreed that approval of the travel order should remain in the command line but that the determination of "convenience of the government" will be reflected by concurrence of the Director of Personnel shown on the travel order.

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6. Seat Belts

As of 24 January, seat belt sales were as follows:

Regular seat belts	523
Children's belts	10
Retractors	475

7. Agency Witness in Keesee Trial

[REDACTED] SAS/OP, represented the Agency at the second trial of Bobby Joe Keesee in Albuquerque, New Mexico on 21 January. Keesee has alleged that he was employed by a CIA agent named "Buddy Carson" before his flight to Cuba in a stolen plane in March, 1962. Keesee is now serving a five-year term for the theft of a car in the same episode. Keesee has been found guilty of the airplane theft but will not be sentenced until 30 January. Keesee's claim of employment by "Carson" was discredited by other witnesses and it was not necessary for [REDACTED] to testify.

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Emmett D. Echols
Director of Personnel

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* Item 1 should receive special consideration as to the full implications of this briefing. If done, this must be a good and interesting presentation, but more important is the question whether this would be a productive public relations activity, to be extended to other schools.

OD/Pers/ [REDACTED] (27 January 1964)

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